

**Minutes  
Personnel Review Commission  
Special Meeting  
October 30, 2013**

**LOCATION:** Municipal Building Room B-11

**COMMISSIONERS PRESENT:** Councilwoman Hope Kasper, Chairwoman  
Councilwoman Deborah Kleckowski

**COMMISSIONER ABSENT:** Councilwoman Mary Bartolotta

**STAFF PRESENT:** Kathleen A. Morey, Director of Human Resources

**PUBLIC PRESENT:** William Russo, Director of Public Works

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**1. Meeting Called to Order by Councilwoman Kasper**

The meeting was called to order at 7:00 p.m. by Councilwoman Kasper.

**2. Public Hearing**

No one from the public was in attendance to speak.

**3 New Business:**

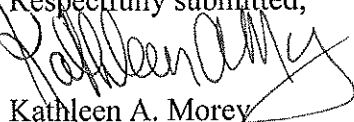
**A. Revision to job description – Superintendent of Parks**

Director Morey stated that when the City was getting ready to post this vacancy it was brought to her attention by Director Russo that there is a requirement in the current job description for a State commercial applicator supervisory spraying license. This requirement has been in the job description for many years; however, there is no record indicating that the former superintendent ever held this license nor does there appear to be a need for it. Director Russo stated that he would never ask staff to use these pesticides. If the need arose we would contract for the work. After a brief discussion, Councilwoman Kleckowski made the motion to approve the change to the job description that eliminates the need for the spraying license and to move this forward to Council for their approval. The motion passed by unanimous vote.

**Adjournment**

A motion to adjourn was made by Councilwoman Kleckowski. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

  
Kathleen A. Morey